

10 AUG 1978

MEMORANDUM FOR: Chief, Printing and Photography Division  
Chief, Procurement Division  
Chief, Supply Division  
Chief, Real Estate and Construction Division

FROM: [redacted]

25X1

Chief, Plans and Programs Staff

SUBJECT: FY 81 RD&E Planning Cycle

REFERENCE: Memo to Multiple Addse, dtd 3 Aug 78  
Subj: Same (OL 8 3726)

1. The Science and Technology Directorate is in the planning phase of their research and development program for the 1981 budget year. This, in fact, means they are asking us to identify problems which require appropriate research with final solution during the 1983-84 period. Their RD&E FY 81 planning cycle is outlined in Attachment A.

2. Any problems which you can associate with this program and require any degree of research, should be forwarded to the Plans and Programs Staff not later than 8 September 1978. Negative replies are required.

Att: A/S

Distribution:

Cy 1 - each adse  
 - P&PS (Official)  
1 - P&PS (Reading)  
1 - P&PS (Suspense)

OL/P&PS [redacted] (10 Aug 78)

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**SECRET**

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FY-81 RD&E Planning Cycle

[redacted]  
Executive Officer/DDA

DD/A 78-2961/2

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3 August 1978

TO: Director of Logistics

[redacted]

The attached is self-explanatory. Please note that if you have any comments or suggestions based on previous years' experience concerning the planning cycle, they should be forwarded to

C/R&D Planning 25X1

Staff.

The two reports mentioned in the second memo will be kept in the front office reading file for your convenience to review.

[redacted] 25X1

Atts: DDS&T 1560-78  
DDS&T 3556-78

3715

73-29611

DD/S&amp;T-1560-78

26 JUL 1978

MEMORANDUM FOR: Deputy Director for Administration  
 SUBJECT: FY-81 RD&E Planning Cycle  
 REFERENCE: DDA Letter to DDS&T, 11 October 1977  
 (DD/A 77-5499)

1.  The attached schedule for FY-81 RD&E planning is procedurally very similar to last years. The schedule itself, however is changed slightly to provide adequate time for interaction and review. There are some very key steps in the planning cycle that are worth some discussion. These are: Development of Customer Problem Statements and Office Level Interaction.

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2.  The Customer Problem Statements developed last year (see reference) were generally very useful in that they identified key problem areas that required increased RD&E emphasis in the 1980 and beyond time frame. The Problem Statements also included a number of issues which could be categorized as "today problems". Generally these proved to be out of phase with the development of an FY-80 and beyond RD&E program in that they required immediate solutions. It is suggested, therefore, that for FY-81 an attempt be made to filter out current problems and submit them as separate issues. The intent is to focus on the funds needed in FY-81 to support R&D initiatives which will not conclude until FY-82/83 or later. We are in reality asking for your 1983-84 problems to be identified.

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3.  During that phase of activity we have titled Office Level Interaction the intent is for a series of exchanges to take place which allow the RD&E offices involved to gain insight into the details of the problems identified in your earlier Problem Statement submission to this Directorate. Hopefully, these exchanges will result in

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S E C R E T E-2 IMPDET CL BY Signer

DD/S&T-1560-78  
Page 2

- A basic understanding on the part of our RD&E officers of the basic problems being addressed.
- Proposals, suitable for submission to the DDS&T, for RD&E efforts responsive to and supportive of your needs.

In the FY-80 cycle, these exchanges, if conducted, resulted in only a few of the latter being achieved in a comprehensive manner. This, in part, was due to the way we handled the allocation of your Problem Statements to our Offices and the diverse way in which they chose to interact with you. We have taken steps internally to assure that this process becomes smoother next year.

4. [ ] The remaining steps in the planning cycle are self-explanatory. In general they are designed to facilitate the orderly review of the individual proposed projects, the aggregated program and monies, and finally the total RD&E program.

5. [ ] Your comments and suggestions are solicited. Please forward them to [ ] Chief, R&D Planning Staff, Room 6E60 Headquarters, [ ]

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[ ]  
LESLIE C. DIRKS  
Deputy Director  
for  
Science and Technology

Attachment: a/s

RD&E FY-81 PLANNING CYCLE

15 September 1978	Customer Problem Statements sent to DD/S&T. Defines problems possibly requiring RD&E initiatives.
2 October 1978	DD/S&T provides FY-81 RD&E guidance to appropriate offices.
2 October - 17 November 1978	Office Level Interaction - RD&E Officers interact with customer representatives to develop an understanding of problems and to produce RD&E proposals.
20 November - 22 December 1978	Proposals evaluated and ranked by customer organizations and forwarded to DD/S&T. Ad hoc briefings and interactions encouraged.
January 1979	RD&E Offices submit proposed FY-81 RD&E program to DD/S&T.
February - April 1979	DD/S&T coordinates consolidated RD&E program with customer organizations as ZBB program evolves.

S E C R E T

DD/S&T-5556-78

28 July 1978

28 July 1978  
78-24611

MEMORANDUM FOR: Director of National Foreign Assessment Center  
Deputy Director for Operations  
Deputy Director for Administration

SUBJECT: RD&E Customer Problem Statements

REFERENCE: DD/S&T Memo dated 26 July 1978, Subject:  
FY-81 RD&E Planning Cycle

(A/IUO) In the description of the Customer Problem Statements (see paragraph 2 of reference) it was suggested that you focus most of your efforts on 1983-84 problems. In doing this the DD/S&T believes you might find the reports, "Profiles of the Future" which provides ideas about a number of possible future issue areas, and "Technology Trends Colloquium", which expands on the military weapons area, to be helpful. Copies of both reports are attached for your convenience.



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Chief, R&D Planning Staff  
Directorate of  
Science and Technology

Attachments: a/s